
User's Reference

*A-61003
Part Number 636985
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KODAK
IMAGELINKTM
Microimager 70,
Scanner 900,
Scanner 923,
Scanner/Microimager 990



OFFICE IMAGING

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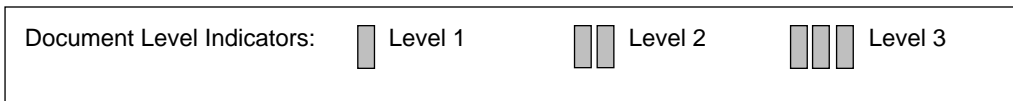
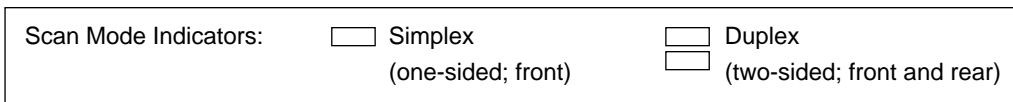
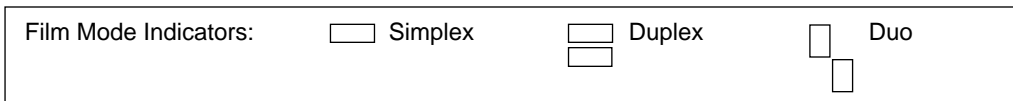
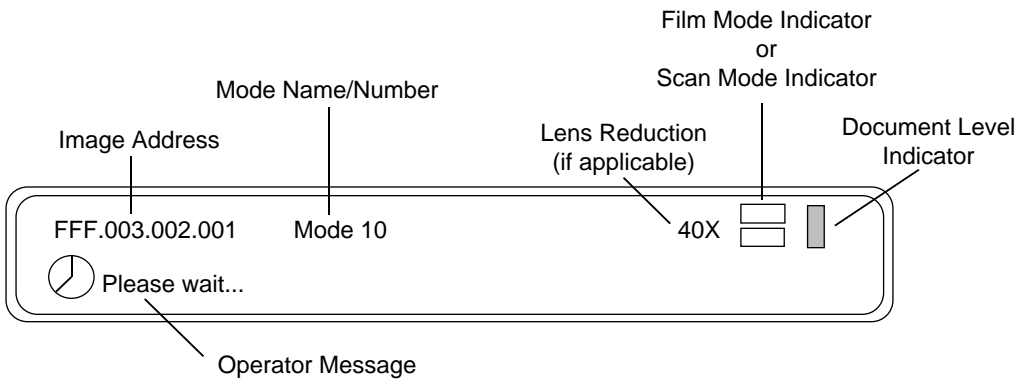
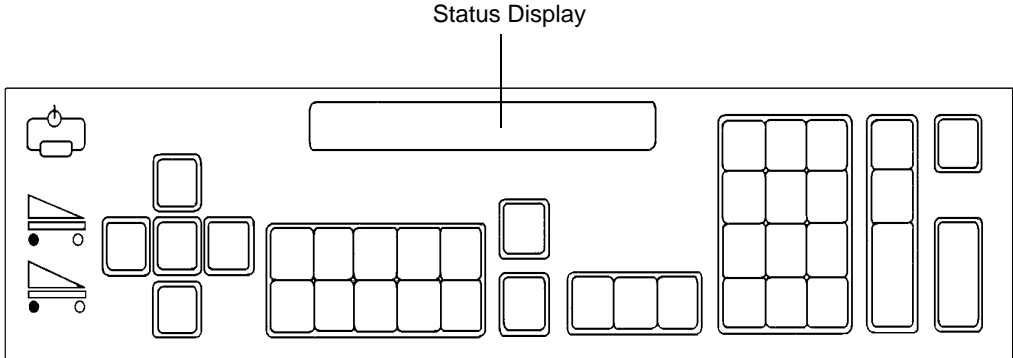
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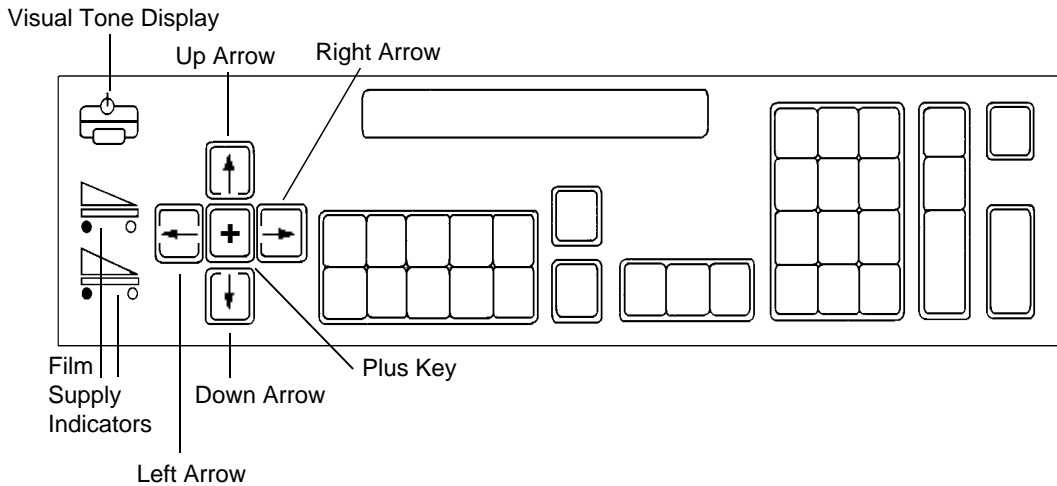
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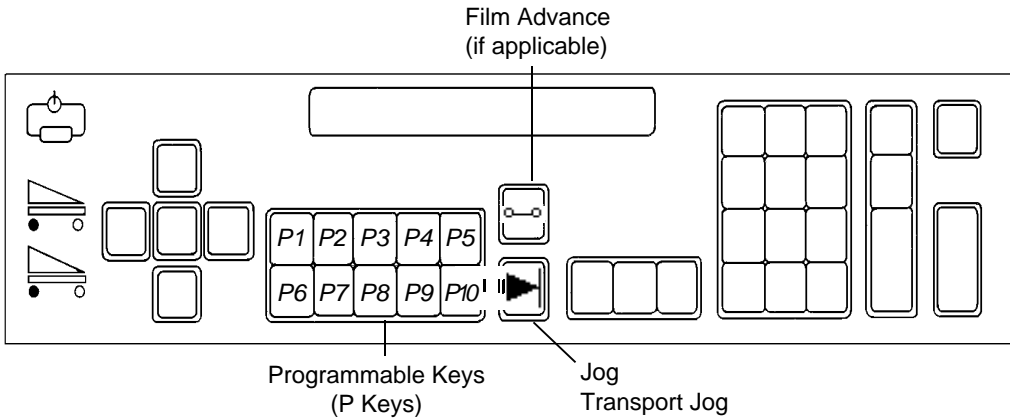
EQUIPMENT BASICS

OPERATOR INTERFACE

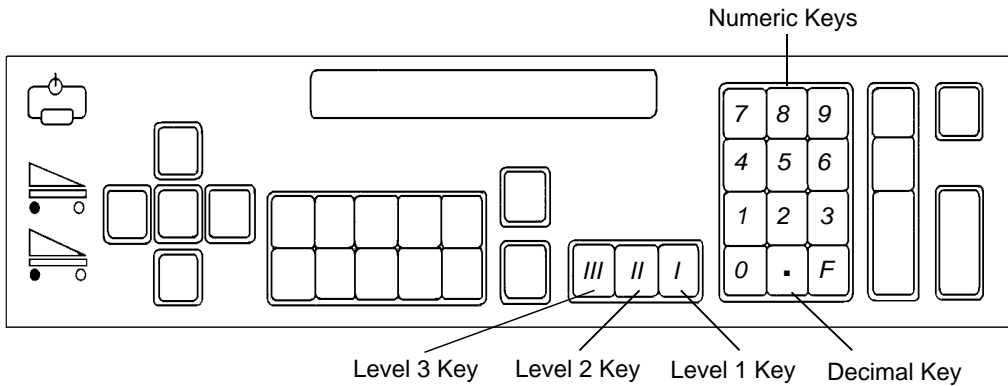




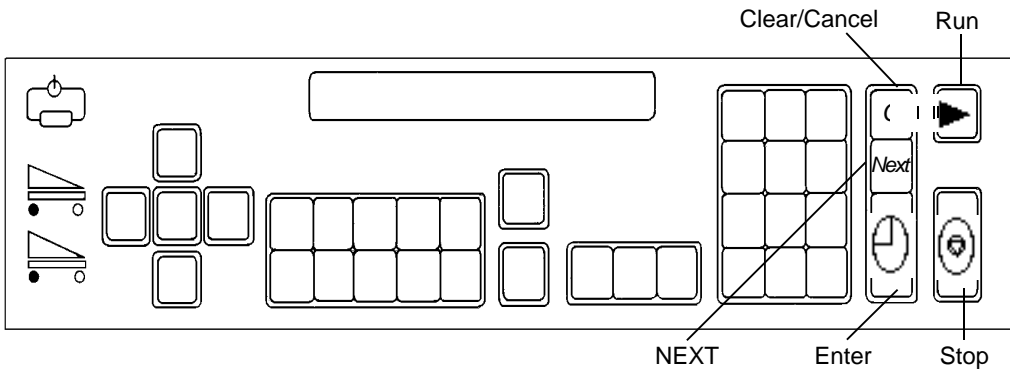
Keys/Indicators	Function
Visual Tone Display	Both the upper and lower lights are illuminated any time an audio tone is issued. When using a footswitch, the lower light is illuminated and an audio tone is issued whenever the footswitch is pressed; while the upper light is illuminated (but no audio tone is issued) when the footswitch is released.
Film Supply	Indicates how much film is available. A full cassette is represented by all lights in the display; while an empty cassette is represented by no lights in the display. The upper indicator represents the film supply in the upper cassette while the lower indicator represents the film supply in the lower cassette.
Plus key	Used when inputting a value for the Image Address. When pressed, it allows a field to remain unchanged.
Up Arrow	Used to increment values at a faster rate. Also used to increase a data value when used with certain functions. Also used when entering an alpha character in the Image Address Fixed Field.
Right Arrow	Used to increment values at a slower rate. Also used to display additional messages in the Status Display. Also used when entering an alphanumeric character in the Image Address.
Down Arrow	Used to decrement values at a faster rate. Also used to decrease a data value when used with certain functions. Also used when entering an alpha character in the Image Address Fixed Field.
Left Arrow	Used to decrement values at a slower rate. Also used to backspace, delete the last keystroke, or clear messages in the Status Display. Also used when entering an alphanumeric character in the Image Address.



Keys/Indicators	Function
Film Advance	When filming, used to advance film without making an exposure. Provides blank film between images or at the end of a roll of film. Film is advanced as long as the key is pressed (2.5 inches per second; or 0.5 inches if the key is pressed for less than one second). When scanning, this key is not used.
Programmable Keys (P Keys)	Used to perform specific functions. The P Keys have default values; any or all of the defaults may be overridden/reprogrammed at installation.
Jog Transport Jog	Used to momentarily turn on (jog) the transport system. Used to help clear document jams.



Keys/Indicators	Function
Numeric Keys (0 - 9)	Used to enter numeric data such as an Image Address or Function Code.
F Key	Used to select one of the available functions, when used with the numeric keys.
Decimal Key	Used to insert a field separator in an Image Address.
Level 1 Key	Used to identify the next document fed into the transport as a Level 1 document.
Level 2 Key	Used to identify the next document fed into the transport as a Level 2 document.
Level 3 Key	Used to identify the next document fed into the transport as a Level 3 document.



Key/Indicator	Function
Clear	Used to cancel a function without changing the preset values. Used to clear the Status Display after executing select function codes. Used to clear an operator message from the Status Display.
Run	Used to turn on the feeder and transport system.
NEXT	Used to enter the next document Image Address.
Stop	Used to stop the feeder and transport system. Documents in the transport system when the Stop key is pressed will be processed and placed in the exit hopper before the transport system stops.
Enter	Used to enter data for a Function Code or an Image Address change.

OPERATIONS CHECKLIST

Microimager 70

Setup:

- √ Turn on main power switch, if necessary.
- √ Turn on side panel switch.
- √ Load film into cassette(s).
- √ Load film cassette(s) into machine.
- √ Select the lens holder position.
- √ Select the mask.
- √ Adjust the feed/separator rollers.
- √ Adjust the feed shelf.
- √ Adjust the feeder side guides.
- √ Adjust the exit hopper side guides.
- √ Adjust the exit hopper end stop.
- √ Install the proper exit hopper deflector.
- √ Perform an exposure step test, if necessary.
- √ Prepare documents to feed into transport.

Running a Job:

- √ Select an application mode.
- √ Input any temporary/override operating values.
- √ Enter or verify the starting Image Address.
- √ Enter or verify the starting document image level.
- √ Press the Run key.
- √ Feed documents.
- √ Press the Stop key.
- √ Remove documents from the exit hopper.
- √ Unload film cassette(s) from the machine.
- √ Unload film from the cassette(s), if necessary.
- √ Turn off side panel switch.
- √ Turn off main power switch, if necessary.

Scanner 900 or Scanner 923:

Setup:

- √ Turn on main power switch, if necessary.
- √ Turn on side panel switch.
- √ Calibrate the machine.
- √ Adjust the feed/separator rollers.
- √ Adjust the feed shelf.
- √ Adjust the feeder side guides.
- √ Adjust the exit hopper side guides.
- √ Adjust the exit hopper end stop.
- √ Install the proper exit hopper deflector.
- √ Prepare documents to feed into transport.

Running a Job:

- √ Enable the machine from the host system.
- √ Select an application mode.
- √ Input any temporary/override operating values.
- √ Enter or verify the starting Image Address.
- √ Enter or verify the starting document image level.
- √ Press the Run key.
- √ Feed documents.
- √ Press the Stop key.
- √ Execute Scanner End-of-Job.
- √ Remove documents from the exit hopper.
- √ Turn off side panel switch.
- √ Turn off main power switch, if necessary.

Scanner/Microimager 990:

Setup:

- √ Turn on main power switch, if necessary.
- √ Turn on side panel switch.
- √ Load film into cassette(s).
- √ Load film cassette(s) into machine.
- √ Select the lens holder position.
- √ Select the mask.
- √ Calibrate the machine.
- √ Adjust the feed/separator rollers.
- √ Adjust the feed shelf.
- √ Adjust the feed shelf length.
- √ Adjust the feeder side guides.
- √ Adjust the exit hopper side guides.
- √ Adjust the exit hopper end stop.
- √ Install the proper exit hopper deflector.
- √ Perform an exposure step test, if necessary.
- √ Prepare documents to feed into transport.

Running a Job:

- √ Enable the machine from the host system.
- √ Select an application mode.
- √ Input any temporary/override operating values.
- √ Enter or verify the starting Image Address.
- √ Enter or verify the starting document image level.
- √ Press the Run key.
- √ Feed documents.
- √ Press the Stop key.
- √ Execute Scanner End-of-Job.
- √ Remove documents from the exit hopper.
- √ Unload film cassette(s) from the machine.
- √ Unload film from the cassette(s), if necessary.
- √ Turn off side panel switch.
- √ Turn off main power switch, if necessary.

MAINTENANCE CHECKLIST

Daily maintenance:

- √ Clean the accessories.
(DSA, Document Printer, etc.)
- √ Clean the imaging guides.

Weekly maintenance:

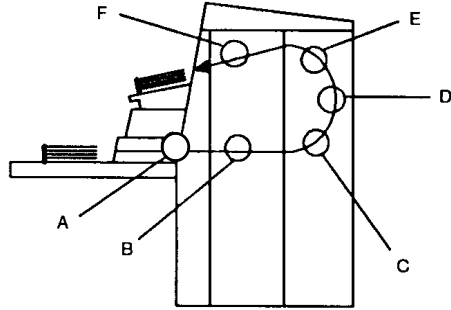
- √ Clean the cabinet.
- √ Clean the feed and separator rollers.
- √ Clean the mirrors, if applicable.
- √ Vacuum inside the machine.

Monthly maintenance:

- √ Check the air filter; replace if necessary.
- √ Clean the film cassettes, if applicable.

CLEARING THE DOCUMENT PATH

There are six (6) areas in the transport system where documents may become lodged:



- A The feeder/horizontal transport area
- B The imaging guide area
- C The lower roller assembly area
- D The vertical transport area
- E The upper turn area
- F The document exit area

- Check each transport area, in turn (Area A through Area F), for documents lodged in the document path. You only have to remove the jammed document(s). The jog feature places the rest of the documents in the exit hopper.

NOTE: Make certain that all operator accessible areas (designated by green labels) are firmly closed and all baffle plates are locked into place.

- Press and hold down the JOG key to clear any remaining documents.
- Collect the documents located in the transport system. Put them back into their original order, if necessary.
- Reset the Image Address, Level, etc., if necessary.
- Refeed the documents.
If an error code appears in the Status Display, check each transport area again to make certain that all documents have been cleared.

FUNCTION CODES

USING FUNCTION CODES

There are a variety of functions available which may be used to temporarily change operating conditions and values, and to obtain system and accessory status information.

To execute a function code:

- Press the F key.
- Press the numeric keys which correspond to the desired function code.
- Press the Enter key.

Additional input may be necessary:

If the function is used to enable/disable an option (turn an option on or off):

- Press the number one (1) key to turn the option ON;
or
Press the number zero (0) key to turn the option OFF.
- Press the Enter key.

If the function requires numeric input:

- Press the number key(s) required.
- Press the Enter key.

If the function is used to increment/decrement a measurement:

- Press the up arrow key to increment the measurement by one (1) inch (25 mm);
or
Press the down arrow key to decrement the measurement by one (1) inch (25 mm);
or
Press the right arrow key to increment the measurement by one-eighth (1/8) inch (3 mm);
or
Press the left arrow key to decrement the measurement by one-eighth (1/8) inch (3 mm).
- Press the Enter key.

To cancel a function or clear the Status Display after executing a function, press the Clear/Cancel key.

FUNCTION CODE SUMMARY

Status

Accessory Status†	F05
Date and Time Display†***	F23
Elapsed Time†	F17

Counters

Level 0 Count†	F10
Level 1 Count†	F11
Level 2 Count†	F12
Level 3 Count†	F13
Total Document Count†	F09
Reset Level Counts	F14

Setup

Action/Confirmation Tone***	F93
Alarm Tone***	F16
Alarm Volume	F15
Change Date***	F22
Change Time***	F21
Display Contrast	F18
Display Language	F19
Measurement System	F20
Operator ID	F34
Cassette ID Number*	F35
Scanner Calibration**	F37

Mode

Select Mode	F01
Select Linked Mode	F91
Counting Only	F04
Filming Only*	F03
Restore Mode	F02

Index/Image Address

Last Image Address†	F08
Level 0†	F07
Level 1†	F94
Level 2†	F95
Level 3†	F96
Fixed Field	F92
Next Image Address	F97

Operation

Run	F99
Terminate Batch†	F06
Stop†	F98

Filming*

Filming Only	F03
Cassette ID Number	F35
Roll Number	F33
AEC On/Off	F24
AEC Auto Adjust	F25
AEC Fixed Adjust	F26
Display Film Remaining†	F30
Film Advance†	F27
Film Leader†	F28
Lead End Code	F31
Trail End Code	F32
Advance Film to End of Roll	F29

Scanning**

Scanner Calibration	F37
Latched Scanning Flag†	F73
Momentary Scanning Flag†	F74
Scanner End-of-Job	F38

Bar Code***

Bar Code Reading On/Off	F60
Partial Bar Code Reading On/Off	F66
Bar Code Reading Confirmation Tone	F63
Bar Code/Patch Reading Conf. Tone	F62
Bar Code Test	F65
Omit Bar Code Reading on Next Doc.†	F64

Document Controller

Length Checking On/Off	F70
Omit Length Checking on Next Doc.†	F71
Skew Detection	F72

Document Printers

All Document Printers On/Off	F40
Primary Document Printer 1 On/Off	F41
Secondary Doc Printer 1 On/Off***	F42
Document Printer 12 On/Off	F43
Omit Printing on Next Document†	F44
Print Position	F46
Print Test	F45
Printer Character Shift	F39
Printer Open Jet Test	F56
Purge Frequency	F49
Purge Print Head†	F48

Document Sorter***

Document Sorter On/Off	F80
Sort Next Doc. Only into Specified Bin†	F81
Sort All Doc. into Specified Bin	F82

Endorser

Endorser On/Off	F57
Endorser Mode	F58
Endorser Print Position	F59

Footswitch

Footswitch Confirmation Tone***	F75
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OCR***

OCR On/Off	F76
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Patch Reader

Patch Reader 1 On/Off	F50
Patch Reader 2 On/Off***	F51
End Fed Patch Reading On/Off***	F52
Patch Reading Confirmation Tone***	F53
Omit Patch Reading on Next Doc.†	F54

† May be executed while transport is running.

* Available when filming; for use only with Microimager 70 and Scanner/Microimager 990.

** Available when scanning; for use only with Scanner 900, Scanner 923, and Scanner/Microimager 990.

*** Available when using advanced capabilities; for use only with Microimager 70 with Advanced Function Module installed, Scanner 900, Scanner 923, and Scanner/Microimager 990.

FUNCTION CODE LISTING

Code	Function Code Name/ Description	Additional Input
F01	Select Mode Allows you select one of the eighteen (18) application modes.	<ul style="list-style-type: none"> • Enter the number of the application mode you wish to select; one or two digits. • Press the Enter key.
F02	Restore Mode Allows you to restore the current application mode to its default status (as it was defined at installation), provided that mode overrides are not saved.	none
F03	Filming Only Allows you to film documents, with no level counting, endorsing, patch reading, etc.	<ul style="list-style-type: none"> • Enter the number one (1) to turn Filming Only ON; or enter the number zero (0) to turn Filming Only OFF. • Press the Enter key.
F04	Counting Only Allows you to count documents only, with no filming, scanning, etc.	<ul style="list-style-type: none"> • Enter the number one (1) to turn Counting Only ON; or enter the number zero (0) to turn Counting Only OFF. • Press the Enter key.
F05	Accessory Status Allows you to display the current status of each accessory installed.	<ul style="list-style-type: none"> • Press the down arrow key to view the status of the next accessory; or press the up arrow key to view the status of the previous accessory. • Press the Clear key at any time to return to a normal operating display.
F06	Terminate Batch Allows you to prematurely end a batch.	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F07	Level 0 Allows you to assign Level 0 to the next document fed into the transport.	none

Code	Function Code Name/ Description	Additional Input
F08	Last Image Address Allows you to display the Image Address of the last document processed.	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F09	Total Document Count Allows you to display the total number of documents processed. Also allows you to reset the count to zero.	<ul style="list-style-type: none"> • Enter the number zero (0) to reset the counter. • Press the Enter key. <hr/> <ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F10	Level 0 Count Allows you to display the total number of documents assigned Level 0. Also allows you to reset the count to zero.	<ul style="list-style-type: none"> • Enter the number zero (0) to reset the counter. • Press the Enter key. <hr/> <ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F11	Level 1 Count Allows you to display the total number of documents assigned Level 1. Also allows you to reset the count to zero.	<ul style="list-style-type: none"> • Enter the number zero (0) to reset the counter. • Press the Enter key. <hr/> <ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F12	Level 2 Count Allows you to display the total number of documents assigned Level 2. Also allows you to reset the count to zero.	<ul style="list-style-type: none"> • Enter the number zero (0) to reset the counter. • Press the Enter key. <hr/> <ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F13	Level 3 Count Allows you to display the total number of documents assigned Level 3. Also allows you to reset the count to zero.	<ul style="list-style-type: none"> • Enter the number zero (0) to reset the counter. • Press the Enter key. <hr/> <ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F14	Reset Level Counts Allows you to reset all counters (Level 0, Level 1, Level 2, and Level 3).	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.

Code	Function Code Name/ Description	Additional Input
F15	Alarm Volume Allows you to adjust the volume of the alarm.	<ul style="list-style-type: none"> • Press the up arrow key to increase the volume; or press the down arrow key to decrease the volume. • Press the Enter key.
F16	Alarm Tone Allows you to adjust the pitch of the alarm tone.	<ul style="list-style-type: none"> • Press the up arrow key to increase the pitch; or press the down arrow key to decrease the pitch. • Press the Enter key.
F17	Elapsed Time Allows you to display the number of hours the motor, transport, and AC have been running, in addition to the non-resettable document count.	<ul style="list-style-type: none"> • Press the right arrow key to view all four time meters: Meter A shows the number of motor-on hours; Meter B shows the number of transport-on hours; Meter C shows the number of AC-on hours; and Meter D shows the non-resettable document count.
F18	Display Contrast Allows you to adjust the contrast of the Status Display.	<ul style="list-style-type: none"> • Press the up arrow key to increase the contrast; or press the down arrow key to decrease the contrast. • Press the Enter key.
F19	Display Language Allows you to choose the language in which the Status Display messages will appear.	<ul style="list-style-type: none"> • Press any arrow key to toggle between the two available options. • Press the Enter key.
F20	Measurement System Allows you to choose the measurement system in which measurements are displayed.	<ul style="list-style-type: none"> • Press any arrow key to toggle between the two available options. • Press the Enter key.
F21	Change Time Allows you to change the time.	<ul style="list-style-type: none"> • Enter the new time in the format illustrated. • Press the Enter key.
F22	Change Date Allows you to change the date.	<ul style="list-style-type: none"> • Enter the new date in the format illustrated. • Press the Enter key.
F23	Time and Date Display Allows you to view the current time and date.	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.

Code	Function Code Name/ Description	Additional Input
F24	AEC On/Off Allows you to turn the Automatic Exposure Control on or off.	<ul style="list-style-type: none"> • Enter the number one (1) to turn AEC ON; or enter the number zero (0) to turn AEC OFF. • Press the Enter key.
F25	AEC Auto Adjust Allows you to adjust the AEC exposure setting when the AEC is in Auto Mode (ON).	<ul style="list-style-type: none"> • Press the left arrow key to decrease the exposure level; or press the right arrow key to increase the exposure level. • Press the Enter key.
F26	AEC Fixed Adjust Allows you to adjust the AEC exposure setting when the AEC is in Fixed Mode (OFF).	<ul style="list-style-type: none"> • Press the left arrow key to decrease the exposure level; or press the right arrow key to increase the exposure level. • Press the Enter key.
F27	Film Advance Allows you to advance the film in six (6) inch [150 mm] increments, or by a specific amount input in inches or millimeters.	<ul style="list-style-type: none"> • Enter the number of inches to advance the film, the film by more or less than six (6) inches [150 mm]. • Press the Enter key.
F28	Film Leader Allows you to create a film leader which is six (6) feet [1.8 meters] of blank film.	none
F29	Advance Film to End of Roll Allows you to advance the film to the end of the roll.	none
F30	Display Film Remaining Allows you to display the amount of film remaining in each film cassette.	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.

Code	Function Code Name/ Description	Additional Input
F31	<p>Lead End Code Allows you to create a lead end code for retrieval purposes.</p>	<ul style="list-style-type: none"> • Enter the roll number, if different than the one displayed. • Press the Enter key. • Enter the operator ID, if different than the one displayed. • Press the Enter key. • Enter the next Image Address, if different than the one displayed. • Press the Enter key.
F32	<p>Trail End Code Allows you to create a trail end code for retrieval purposes.</p>	none
F33	<p>Roll Number Allows you to display the current roll number and/or change to a new roll number.</p>	<p>To enter a new roll number:</p> <ul style="list-style-type: none"> • Enter a new roll number, up to nine (9) digits. • Press the Enter key.
F34	<p>Operator ID Number Allows you to display the current operator ID number and/or change to a new operator ID number.</p>	<p>To enter a new operator ID:</p> <ul style="list-style-type: none"> • Enter a new operator ID number, up to three (3) digits. • Press the Enter key.
F35	<p>Cassette ID Number Allows you to display the current cassette ID number and/or change to a new cassette ID number.</p>	<p>To enter a new cassette ID number:</p> <ul style="list-style-type: none"> • Enter a new cassette ID number, up to two (2) digits. • Press the Enter key.
F37	<p>Scanner Calibration Allows you to initiate the calibration process required before scanning documents.</p>	<ul style="list-style-type: none"> • Feed calibration target.
F38	<p>Scanner End-of-Job Allows you to signal the host computer that the last document of the job has been fed into the transport.</p>	none

Code	Function Code Name/ Description	Additional Input
F39	<p>Printer Character Shift Allows you to select which ink jets will be used to print each character.</p>	<ul style="list-style-type: none"> • Enter the number one (1) to select the leftmost ink jets; or enter the number two (2) to select the center ink jets; or enter the number three (3) to select the rightmost ink jets. • Press the Enter key.
F40	<p>All Document Printers On/Off Allows you to turn all document printers (primary DP1, secondary DP1, and DP12) on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn all document printers OFF; or enter the number one (1) to turn all document printers ON. • Press the Enter key.
F41	<p>Primary DP1 On/Off Allows you to turn the primary document printer 1 on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the primary document printer 1 OFF; or enter the number one (1) to turn the primary document printer 1 ON. • Press the Enter key.
F42	<p>Secondary DP1 On/Off Allows you to turn the secondary document printer 1 on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the secondary document printer 1 OFF; or enter the number one (1) to turn the secondary document printer 1 ON. • Press the Enter key.
F43	<p>Document Printer 12 On/Off Allows you to turn the document printer 12 on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the document printer 12 OFF; or enter the number one (1) to turn the document printer 12 ON. • Press the Enter key.
F44	<p>Omit Printing on Next Document Only Allows you to omit printing by all document printers on the next document only.</p>	<ul style="list-style-type: none"> • Enter the number one (1) to omit printing on the next document; or enter the number zero (0) to print on the next document. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F45	Print Test Allows you to test the position and print quality of all document printers installed.	<ul style="list-style-type: none"> • Enter the number of the print test you want to perform: 1=Print IA test; 2=Prime test; 3=Shift test; or 4=standard test. • Press the Enter key.
F46	Print Position Allows you to specify how far from the leading edge of the document all document printers will print.	<ul style="list-style-type: none"> • Press the up arrow key to increment the starting print position by one (1) inch [25 mm]; or press the down arrow key to decrement the starting print position by one (1) inch [25 mm]; or press the right arrow key to increment the starting print position by one-eighth (0.125) inch [3 mm]; or press the left arrow key to decrement the starting print position by one-eighth (0.125) inch [3 mm]; • Press the Enter key.
F48	Purge Print Head Allows you to initiate an immediate priming ink spurt.	none
F49	Purge Frequency Allows you to specify how often, in terms of the number of documents fed into the transport, a priming ink spurt is initiated.	<ul style="list-style-type: none"> • Enter the number of documents, up to 50,000. • Press the Enter key.
F50	Patch Reader 1 On/Off Allows you to turn the primary patch reader on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the primary patch reader OFF; or enter the number one (1) to turn the primary patch reader ON. • Press the Enter key.
F51	Patch Reader 2 On/Off Allows you to turn the secondary patch reader on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the secondary patch reader OFF; or enter the number one (1) to turn the secondary patch reader ON. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F52	End Fed Patch Reading On/Off Allows you to turn end fed patch reading on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn end-fed patch reading OFF; or enter the number one (1) to turn end-fed patch reading ON. • Press the Enter key.
F53	Patch Reading Confirmation Tone Allows you to turn the patch reading confirmation tone on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the patch reading confirmation tone OFF; or enter the number one (1) to turn the patch reading confirmation tone ON. • Press the Enter key.
F54	Omit Patch Reading on Next Document Only Allows you to omit patch reading on the next document only.	<ul style="list-style-type: none"> • Enter the number one (1) to omit patch reading on the next document only; or enter the number zero (0) to read patches on the next document. • Press the Enter key.
F56	Printer Open Jet Test Allows you to determine whether or not there are non-functional ink jets in the Document Printer 12 ink cartridge.	<ul style="list-style-type: none"> • Press the Clear key to return to a normal operating display.
F57	Endorser On/Off Allows you to turn the endorser on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the endorser OFF; or enter the number one (1) to turn the endorser ON. • Press the Enter key.
F58	Endorser Mode Allows you to display the current endorser mode and/or change the endorser mode.	<p>To change the endorser mode:</p> <ul style="list-style-type: none"> • Press any arrow key to toggle between the two available options. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F59	<p>Endorser Print Position Allows you to specify how far from the leading edge of the document the endorsement will appear.</p>	<ul style="list-style-type: none"> • Press the up arrow key to increment the starting print position by one (1) inch [25 mm]; or press the down arrow key to decrement the starting print position by one (1) inch [25 mm]; or press the right arrow key to increment the starting print position by one-eighth (0.125) inch [3 mm]; or press the left arrow key to decrement the starting print position by one-eighth (0.125) inch [3 mm]; • Press the Enter key.
F60	<p>Bar Code Reading 1 On/Off Allows you to turn bar code reading on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the bar code reading OFF; or enter the number one (1) to turn the bar code reading ON. • Press the Enter key.
F62	<p>Bar Code / Patch Reading Confirmation Tone Allows you to turn the bar code/patch reading confirmation tone on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the bar code/patch reading confirmation tone OFF; or enter the number one (1) to turn the bar code/patch reading confirmation tone ON. • Press the Enter key.
F63	<p>Bar Code Reading Confirmation Tone Allows you to turn the bar code reading confirmation tone on or off.</p>	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the bar code reading confirmation tone OFF; or enter the number one (1) to turn the bar code reading confirmation tone ON. • Press the Enter key.
F64	<p>Omit Bar Code Reading on Next Document Only Allows you to omit bar code reading on the next document only.</p>	<ul style="list-style-type: none"> • Enter the number one (1) to omit bar code reading on the next document only; or enter the number zero (0) to read bar codes on the next document. • Press the Enter key.
F65	<p>Bar Code Test Allows you to perform a test to verify the operation of the bar code reader.</p>	<ul style="list-style-type: none"> • Enter the number of the bar code test you want to perform: 1=Evaluate; 2=Display; 3=%Kodak; or 4=%Norm. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F66	Partial Bar Code Reading On/Off Allows you to turn partial bar code reading on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn partial bar code reading OFF; or enter the number one (1) to turn partial bar code reading ON. • Press the Enter key.
F70	Length Checking On/Off Allows you to turn length checking on or off.	<ul style="list-style-type: none"> • Enter the number one (1) to turn length checking ON; or enter the number zero (0) to turn length checking OFF. • Press the Enter key.
F71	Omit Length Checking On Next Document Only Allows you to omit length checking on the next document only.	<ul style="list-style-type: none"> • Enter the number one (1) to omit length checking on the next document only; or enter the number zero (0) to perform length checking on the next document. • Press the Enter key.
F72	Skew Detection Allows you to turn skew detection on or off.	<ul style="list-style-type: none"> • Enter the number one (1) to turn skew detection ON; or enter the number zero (0) to turn skew detection OFF. • Press the Enter key.
F73	Latched Scanning Flag Allows you to set a flag which alerts the host system that the document, and those which follow, are of special interest. The flag will remain activated for every document until it is turned off.	<ul style="list-style-type: none"> • Enter the number one (1) to turn the latched scanning flag ON; or enter the number zero (0) to turn the latched scanning flag OFF. • Press the Enter key.
F74	Momentary Scanning Flag Allows you to set a flag which alerts the host system that the next document only is of special interest.	<ul style="list-style-type: none"> • Enter the number one (1) to turn the momentary scanning flag ON. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F75	Footswitch Confirmation Tone Allows you to turn the footswitch confirmation tone on or off.	<ul style="list-style-type: none"> • Enter the number zero (0) to turn the footswitch confirmation tone OFF; or enter the number one (1) to turn the footswitch confirmation tone ON. • Press the Enter key.
F76	OCR On/Off Allows you to turn OCR on or off.	<ul style="list-style-type: none"> • Enter the number one (1) to turn OCR ON; or enter the number zero (0) to turn OCR OFF. • Press the Enter key.
F80	Document Sorter On/Off	<ul style="list-style-type: none"> • Enter the number one (1) to turn Document Sorter ON; or enter the number zero (0) to turn Document Sorter OFF. • Press the Enter key.
F81	Sort Next Document Only to Specified Bin	<ul style="list-style-type: none"> • Press the up/down arrow key to view/select bin options. • Press the Enter key.
F82	Sort All Documents to to Specified Bin	<ul style="list-style-type: none"> • Press the up/down arrow key to view/select bin options. • Press the Enter key.
F91	Select Linked Mode Allows you to switch from one application mode to another, keeping the last Image Address.	<ul style="list-style-type: none"> • Enter the number of the application mode you wish to select; one or two digits. • Press the Enter key.
F92	Fixed Field Allows you to enter a new fixed field value, containing alphanumeric characters.	<p>To enter a numeric character:</p> <ul style="list-style-type: none"> • Enter the number(s) to be placed in the Fixed Field. • Press the Enter key. <p>To enter an alphabetic character:</p> <ul style="list-style-type: none"> • Press the up or down arrow key. • Press the left or right arrow key to position the highlighted cursor over the character to be placed in the Fixed Field. • Press the Enter key.

Code	Function Code Name/ Description	Additional Input
F93	Action/Confirmation Tone Allows you to adjust the pitch of the action/confirmation tone.	<ul style="list-style-type: none"> • Press any arrow key to toggle between the two available options. • Press the Enter key.
F94	Level 1 Allows you to assign Level 1 to the next document fed into the transport.	none
F95	Level 2 Allows you to assign Level 2 to the next document fed into the transport.	none
F96	Level 3 Allows you to assign Level 3 to the next document fed into the transport.	none
F97	Next Image Address Allows you to input the next Image Address.	<ul style="list-style-type: none"> • Enter the next Image Address. • Press the Enter key.
F98	Stop Allows you to stop the transport.	none
F99	Run Allows you to turn on the transport.	none

OPERATOR MESSAGES

Users

If a message appears in the Status Display which is within the ranges E000-E299 or E500-E599, you should take the action indicated in the table(s) which appear in this section.

IMPORTANT: *Never power down the machine without first contacting your System Administrator.*

If a message appears in the Status Display which is within the ranges E300-E499 or E600-E999, you should contact your System Administrator.

System Administrators

If a message appears in the Status Display which is within the ranges E300-E499 or E600-E999, you should be contacted by the operator.

The following action(s) should be taken:

- Determine whether or not the error can be addressed from the host system, if applicable.
- Attempt to clear the error by taking the action indicated in the table(s) which appear in this section.
- If the prescribed action(s) do not clear the error, initiate a controlled power-down sequence:
 - Wait for all information currently held in the buffer to be transferred to the host system, if applicable.
 - Turn off the Scanner/Microimager transport using the side panel switch.
 - Turn off the Scanner/Microimager power using the main power switch.
 - Wait 10 - 30 seconds.
 - Turn on the Scanner/Microimager power using the main power switch.
 - Turn on the Scanner/Microimager transport using the side panel switch.
- If the error condition is not cleared using the controlled power-down sequence, contact service.

OPERATOR MESSAGE LISTING

Code	Operator Message Displayed	Description/Action Required
E000	Memory battery low - call service	Call service - do not turn off the machine.
E100	Please wait	No action required. Wait for the message to clear.
E101	Auto shut off, press RUN	Press the Run key to continue. Feed documents.
E102	Press STOP and try again	Press the Stop key and try again.
E103	Select valid mode	Invalid mode selected. Enter function code F01 to select another mode.
E104	Function not available	Invalid function code entered. Enter another function code.
E105	Low film warning	Low film in cassette(s). Enter function code F30 to determine how much film remains. Press the Run key to continue filming, or begin filming on a new roll.
E106	Warning - document length error	Check the document length to see if it is shorter than the minimum or longer than the maximum allowed. Refeed the document.
E107	Warning - skewed document	Refeed the document.
E108	Low battery warning - upper cass	Replace upper cassette battery.
E109	Low battery warning - lower cass	Replace lower cassette battery.
E110	Upper lamp warning, press RUN	Press the Run key to continue. Change the lamps when the current set of documents has been processed.
E111	Lower lamp warning, press RUN	Press the Run key to continue. Change the lamps when the current set of documents has been processed.

Code	Operator Message Displayed	Description/Action Required
E112	Invalid patch level	Invalid patch was used. Feed correct patch.
E113	Enter correct Image Address	Use the NEXT key to enter correct Image Address.
E114	Check current level	Check the current document image level. Conflicting input regarding the proper level was received.
E115	Verify correct cassettes	Verify that both cassettes are to be used together before proceeding with filming mode setup.
E117 E118 E119	Enter correct level/Image Address	Document image level assignment and next Image Address input conflict. Specify another document image level, or use the NEXT key to enter a valid Image Address.
E120	Diagnostic running - do not use	Please do not use; the machine is being serviced.
E121 E122	Check front patch reader Check rear patch reader	Patch code not recognized. Verify that the patch document was fed into the transport in the proper orientation. If not, refeed the patch document. If so, change to a non-patch mode to continue. Call service.
E123	Command data rejected - resend	Command not recognized. Enter command again.
E124 E125	Command not allowed in this model	Command cannot be performed. Enter a valid command.
E126	Enter correct command	Press correct key(s) for mode selected.
E127	Feeder waiting for host system	System is busy. No action required. Wait for message to clear.
E128	Feeder adjustment warning	Check and adjust feed and separator roller gap.

Code	Operator Message Displayed	Description/Action Required
E129	Dirty AEC sensor	Perform maintenance/cleaning procedures. If the message repeats, call service.
E130	OCR not installed	Requested action requires installation of the OCR accessory.
E131	Device not enabled	Requested action requires installation of the Bar Code Reader.
E132 E133	Enable barcode first	Requested action requires that you enable the Bar Code Reader. Enter function code F60 to enable bar code reading.
E140 E141 E142 E143 E144 E145 E146	Document Printer not installed Patch Reader not installed Detection System not installed Barcode Reader not installed Image Marker not installed Endorser not installed Document Sorter not installed	Requested action required installation of the module/accessory indicated. The required module/accessory is not installed.
E158	Check battery - upper cassette	Replace battery in upper cassette.
E159	Check battery - lower cassette	Replace battery in lower cassette.
E170	Film writer error	Call service.
E190	Sorter in improper position	The Sorter was not able to or did not access the specified or proper bin. Press the Jog key. Press the Run key. Try again.
E200 E201	Verify/enter Image Address	An error has occurred in the system and the Image Address may no longer be correct. Use function code F08 to determine the last Image Address. Use the NEXT key to correct the Image Address, if necessary.
E202	Change film mode or cassette(s)	Replace the cassette(s) with one(s) that match the film mode setup, or change the film mode setup.

Code	Operator Message Displayed	Description/Action Required
E203	Cassette info does not match	Use the NEXT key to enter the correct Image Address, or change cassette(s).
E204	Skewed document - refeed	Press the Clear key. Use the NEXT key to enter the correct Image Address and refeed document(s).
E205	Level overflow - press next level	Press the Clear key. Use the NEXT key to enter the correct Image Address, or press a level key for a higher level.
E206	Check print head	Install the correct Document Printer print head.
E207	Check printer installation	Document Printer not correctly installed. Properly install the Document Printer print head.
E208 E209	Change DSA lamp	Replace the DSA lamp.
E210	Approaching end of film	Enter function code F30 to determine the amount of film remaining. Press RUN to continue filming, or begin filming on a new roll.
E211	Enter correct Image Address	Use the NEXT key to enter correct Image Address.
E212	End of side 1, flip cassette	Turn cassette over, and reinsert in the proper orientation. Press the Run key to continue.
E213	End of side 2, start trail code	Enter function code F32 to generate trail end code.
E214	Document length error - refeed	Press the Clear key. Use the NEXT key to enter the correct Image Address and refeed document(s).
E215	No image mark - Refeed by hand	Select a document image level. Press the Run key and refeed document(s).

Code	Operator Message Displayed	Description/Action Required
E216	Sorter failed to move to hopper	The Sorter was not able to or did not access the specified or proper bin. Press the Jog key. Press the Run key. Try again.
E217	Sort bin conflict	Sorting criteria and selected bin do not correspond. Use Function Code F81 or F82 to select another bin. Try again.
E219	Clear error and refeed last doc	Press the Clear key. Press the Run key and refeed the last document.
E220	Check for jam in entrance transp	Clear the document path. Press the Clear key. Press the Jog key. Press the Run key and refeed document(s).
E221	Clean entrance sensor	Perform maintenance/cleaning procedures.
E225	Check for jam in transport	Clear the document path. Press the Clear key. Press the Jog key. Press the Run key and refeed document(s).
E226	Clean slide-out sensor reflector	Perform maintenance/cleaning procedures.
E227	Check for jam in transport	Clear the document path. Press the Clear key. Press the Jog key. Press the Run key and refeed document(s).
E228	Check for jam in upper transport	Clear the document path. Press the Clear key. Press the Jog key. Press the Run key and refeed document(s).
E229	Clean exit sensor	Perform maintenance/cleaning procedures.
E230	Open access door to correct error	Open the access door. Verify that all operator accessible areas are properly closed. Press the Run key to continue.

Code	Operator Message Displayed	Description/Action Required
E231	Press JOG, and try again	Press the Jog key. Press the Run key. Try again.
E232	Close all access doors and RUN	Close all access doors. Press the Run key to continue.
E233	Close cassette access door	Close the cassette access door. Press the Run key to continue.
E234	Press JOG, and try again	Press the Jog key. Press the Run key. Try again.
E235 E236	Turn main power OFF and ON	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, call service.
E237	Open and close cass access door	Open and close the cassette access door. Press the Run key to continue.
E238	User function string invalid	The P-Key, End-of-Batch, etc. definition made during installation is invalid. Correct the definition using the Mode Setup Software.
E240 E241 E242 E243 E244 E245	Enter correct level of IA - refeed	Set or change the document image level or use the Next key to enter a new Image Address. Press the Run key to continue.
E246	Conflicting input - what level?	Set or change the document image level to confirm the proper document image level. Press the Run key to continue.
E249	Select duo or change cassettes	Complete the proper setup for duo mode or change cassette(s).
E250	Use other side of upper cassette	Rotate the film cassette to film on the proper side. Reload the film cassette into the machine.

Code	Operator Message Displayed	Description/Action Required
E251	Use other side of lower cassette	Rotate the film cassette to film on the proper side. Reload the film cassette into the machine.
E252	Check film threading - both cass	Check film threading in the cassettes. Press the Clear key. Press the Run key to continue.
E253	Check film threading - upper cass	Check film threading in the cassette. Press the Clear key. Press the Run key to continue.
E254	Check film threading - lower cass	Check film threading in the cassette. Press the Clear key. Press the Run key to continue.
E257	AEC error - press STOP, then RUN	Exposure error. Press the Stop key. Press the Run key and refeed the document(s).
E258	Replace battery - upper cassette	Replace the upper cassette battery.
E259	Replace battery - lower cassette	Replace the lower cassette battery.
E260	Check cassette insertion	Verify that the cassette(s) are in the proper position and are properly inserted. Press the Run key to continue.
E261	Check upper exposure lamps	Replace upper exposure lamps.
E262	Check lower exposure lamps	Replace lower exposure lamps.
E263	Check film threading - upper cass	Check film threading in the upper cassette. Press the Clear key. Press the Run key to continue.
E264	Check film threading - lower cass	Check film threading in the lower cassette. Press the Clear key. Press the Run key to continue.
E265	Clear error, re-enter lead code	Press the Clear key. Enter function code F31 to generate lead end code.

Code	Operator Message Displayed	Description/Action Required
E266	Clear error, re-enter trail code	Press the Clear key. Enter function code F32 to generate trail end code.
E267	Clear error, re-enter IA	Press the Clear key. Use the NEXT key to enter an Image Address. Press the Run key to continue.
E268	Clear error, advance film	Press the Clear key. Enter function code F27 to advance film. Press the Run key to continue.
E269	Use cassette side 1	Insert the film cassette so that side 1 will be exposed.
E270	Use cassette side 2	Insert the film cassette so that side 2 will be exposed.
E271	Wrong lens for film mode	Change the lens reduction to match the film mode selected, or change the application mode to one where the specified film mode and the lens reduction selected are compatible.
E272	Select proper mask for film mode	Select the proper mask for the film mode selected, or change the application mode to one where the specified film mode and the mask selected are compatible.
E275	Select proper lens for this mode	Select the proper lens reduction for the film mode selected, or change the application mode to one where the specified film mode and the lens reduction selected are compatible.
E276	Check lens turret seating	Rotate the lens turret so that it is locked in place.
E280	Feeder off due to host request	System is busy. Feeder will be reactivated when the system is no longer busy. Wait until the message clears and continue.

Code	Operator Message Displayed	Description/Action Required
E281	OCR was reset - restart batch	Use the NEXT key to enter a starting Image Address. Rerun the batch.
E282	Comm buffer full - please wait	System is busy. Wait until the message clears and continue.
E283	Invalid configuration for OCR	OCR is not enabled in the mode selected. Enable the OCR using function code F76, or change the application mode to one in which the OCR is enabled.
E284	OCR initializing - please wait	System is busy. Wait until the message clears and continue.
E285	Feeder off due to OCR request	System is busy. Feeder will be reactivated when the system is no longer busy. Wait until the message clears and continue.
E286	Feed calibration target	Calibration process has started. Press the Run key and feed the calibration target into the transport.
E287	Feeder waiting for AEC	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, call service.
E288	OCR batch stopped due to error	Determine the cause of the error via the OCR Workstation interface. Correct the error. Rerun the batch.
E291	Scanner disabled	The machine has been disabled due to an error. Determine the cause of the error via the host system. Enable the machine. Press the Run key to continue.

Code	Operator Message Displayed	Description/Action Required
E292	Lamp failure	Replace the exposure lamps. Recalibrate the machine.
E293	Host recovery required	Contact your System Administrator to initiate the required action on the host system.
E294	Front calibration warning	Perform maintenance/cleaning procedures for the Document Scanning Array, Image Guides, etc. Check the lamps; replace if necessary. Recalibrate the machine.
E295	Rear calibration warning	Perform maintenance/cleaning procedures for the Document Scanning Array, Image Guides, etc. Check the lamps; replace if necessary. Recalibrate the machine.
E296	Target not seen	Repeat the calibration process using a blank target. If error repeats, call service.
E297	Document que full	The feeder and transport are stopped, and the machine is disabled. Transfer images from the image buffer to the host system. Re-enable the machine. Press the Run key to continue.
E298	Calibration required	Enter function code F37 to initiate the calibration sequence.
E500 E501 E502 E503 E512 E513 E550 E551 E552 E553 E562 E563	System error	Contact your System Administrator. A controlled power-down sequence is required.

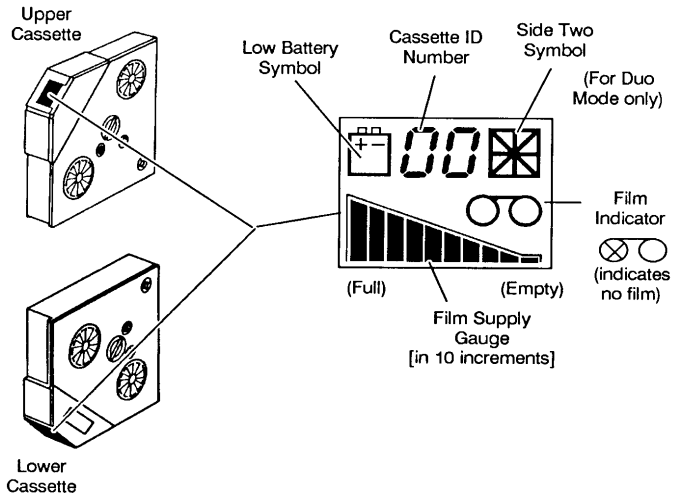
Code	Operator Message Displayed	Description/Action Required
E504 E505 E506 E507 E508 E509 E510 E511 E514 E515 E516	Display communications error	Press the Jog key to clear all documents from the transport. Press the Run key and refeed the document(s).
E554 E555 E556 E557 E558 E559 E560 E561 E564 E555 E556	COIN-2 communications error	Check cable connections. Verify that all equipment components are powered on.
E600 through E699	<i>various messages</i>	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, or if additional errors are received, call service.
E700 through E799	<i>various messages</i>	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, or if additional errors are received, call service.

Code	Operator Message Displayed	Description/Action Required
E800 through E899	<i>various messages</i>	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, or if additional errors are received, call service.
E900 through E999	<i>various messages</i>	Turn the side panel switch off. Turn the main power switch off. Wait five (5) to ten (10) seconds. Turn the main power switch on. Turn the side panel switch on. If the error repeats, or if additional errors are received, call service.

FILM BASICS

FILM CASSETTE STATUS DISPLAY

Each film cassette contains a window which displays graphic symbols representing film/cassette status conditions:



Cassette ID Number - a number assigned by the operator.

Film Indicator - indicates whether or not a spool of film is properly loaded into the cassette.

Film Supply Gauge - using a series of ten (10) bars, the gauge indicates the amount of film remaining in the cassette. When all bars are shown, the cassette is full. When no bars are shown, the cassette is empty. When a striped pattern is shown, a new roll of film has been loaded into the cassette, but the cassette has not been inserted into the machine.

Low Battery - indicates whether or not the battery needs to be replaced. Replace with a fresh battery immediately to avoid losing display information.

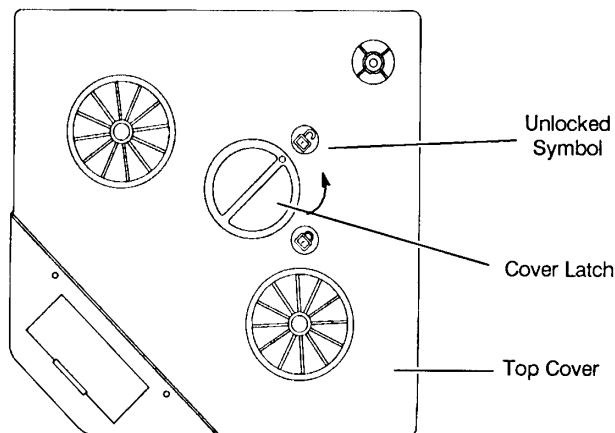
Side Two Symbol - the side two symbol appears only when filming in duo mode and the cassette is to be reinserted for filming on the second side.

LOADING FILM INTO A CASSETTE

IMPORTANT: *Always load and unload film in subdued, indirect light to help prevent "fogging".*

The following steps are required to load film into the cassette(s):

1. Select the correct film for your application(s) and appropriate cassette(s).
2. Check the cassette display before loading a new roll of film:
 - Verify that the film supply indicator shows that the cassette is empty.
 - Verify that there is not a low battery symbol. If a low battery symbol appears, or the display is not visible, replace the battery.
3. Place the cassette on a flat surface, with the top cover side up.

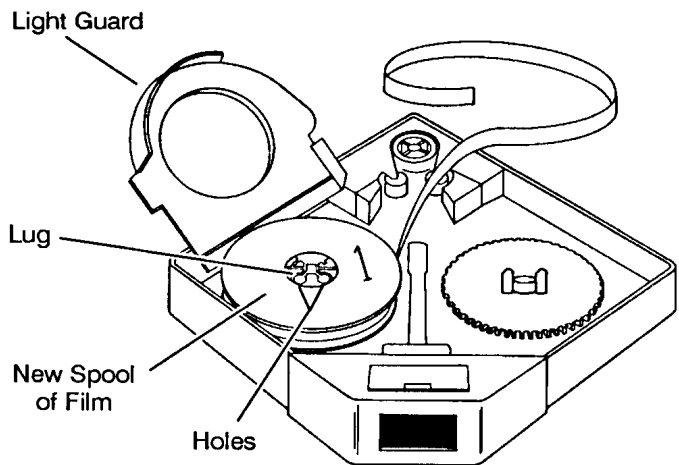


4. Press down on the cover latch and turn counterclockwise to unlock the top cover.
5. Remove the top cover and set it aside.

6. Open a new box of microfilm and remove the spool of film.

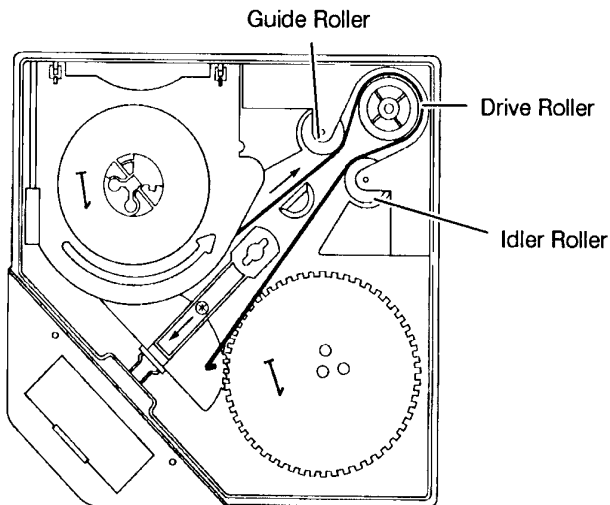
NOTE: Save the empty box to store the exposed film prior to processing and for storing the film following processing.

7. Peel off the paper band from around the spool.
8. Unwind approximately 18 inches (46 cm) of film.
9. Lift the light guard and place the spool of film on the supply spindle, with the number 1 side up.

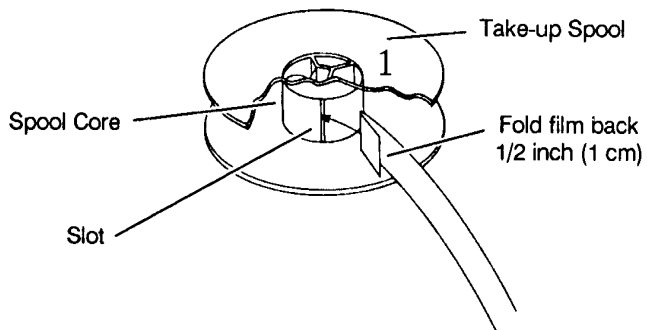


10. Slowly rotate the spool until the two round holes on the spool engage the lugs on the spindle.
11. Lower the light guard.

12. Thread the film around the guide roller, drive roller, and idler roller, following the path indicated by the threading arrows inside the film cassette.

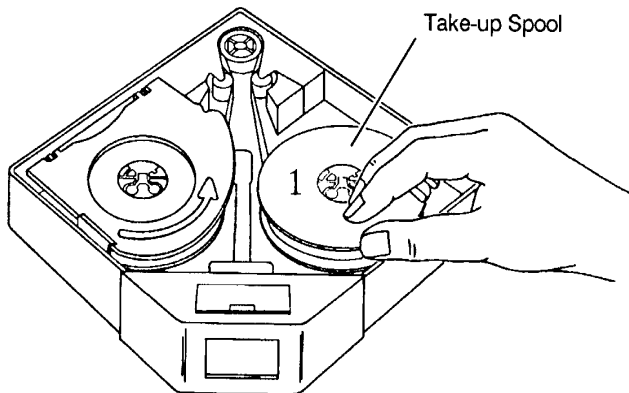


13. Fold back approximately 1/2 inch (1 cm) at the end of the film.

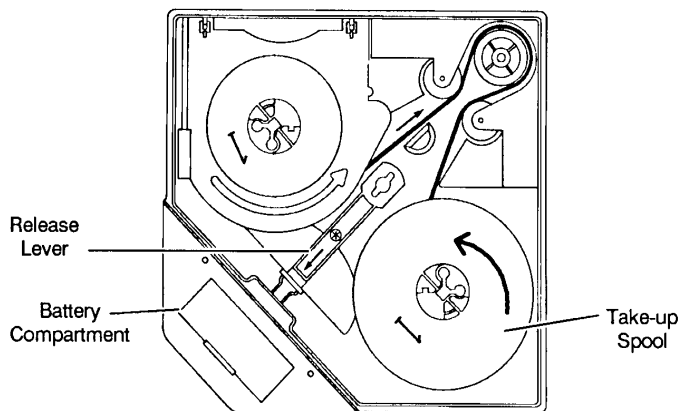


14. Pick up the take-up spool and hold it with the number 1 side up.
15. Insert the folded end of the film into the slot in the take-up spool core.
16. Rotate the spool counterclockwise to secure the film on the spool.

17. Place the take-up spool over the take-up spindle lugs.



18. Slide the release lever toward the battery compartment and hold it in this position.



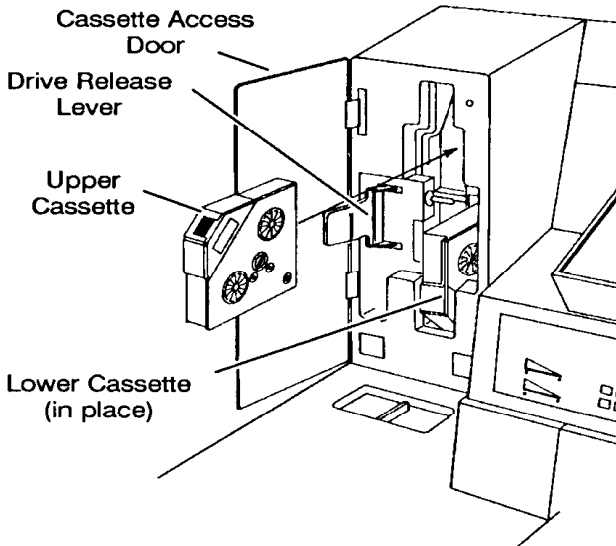
19. Slowly rotate the take-up spool counterclockwise three complete turns to secure the film onto the spool. Allow the release lever to return to its normal position.

20. Replace the top cover on the cassette. Press down on the cover latch and turn it clockwise to lock the top cover in place.

NOTE: If the film has been properly loaded, the film supply indicator will now change to show that the cassette is full.

LOADING CASSETTE(S) INTO THE MACHINE

A film cassette can be loaded into either the upper or lower film slot.



1. Open the cassette access door.
2. Swing the drive release lever (green handle) out.
3. Insert film cassette(s).

NOTE: Refer to the label on the inside of the cassette access door for cassette orientation. The display on the film cassette is oriented differently depending upon the film slot being used.

4. Swing the drive release lever back into place.
5. Close the cassette access door.

Whenever a fresh or partial roll of film is loaded into the machine, a leader is automatically made when the cassette access door is closed and the side panel switch has been turned on.

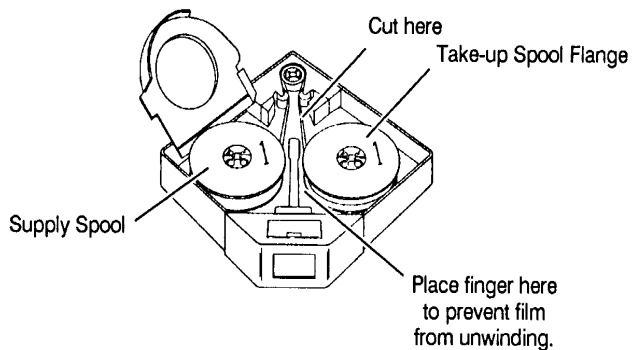
A *Please Wait...* message will appear in the Status Display while the film leader is being advanced. Once a normal operating display appears, indicating that the leader has been advanced, check the film supply indicators on the control panel to determine if you have enough film to complete the job.

UNLOADING A PARTIALLY EXPOSED ROLL OF FILM

IMPORTANT: *Do not unload a partially exposed roll of film when using duo mode. Images will be lost if a partial roll is unloaded.*

It is assumed that all documents have been deposited in the exit hopper and the Stop key has been pressed.

1. Enter function code F28 Film Leader. This will result in six (6) feet of film being advanced onto the take-up spool, protecting the filmed images.
2. Open the cassette access door.
3. Swing the drive release lever (green handle) out.
4. Remove film cassette(s).
5. Place the cassette on a flat surface, with the top cover side up.
6. Press down on the cover latch and turn counterclockwise to unlock the cover.
7. Remove the top cover and set it aside.
8. Slide the release lever toward the battery compartment and hold it in this position.
9. Place a finger over the take-up spool flange to prevent the film from unwinding.



10. Cut the film with a pair of scissors; cut where indicated in the illustration (between the idler roller and the take-up spool).

11. Lift the take-up spool out of the cassette.
12. Place the spool into the film box. Allow approximately 2 to 3 inches (5 to 8 cm) of the film to protrude from under the lid of the box. Close the top of the box securely.
13. Write identification data (i.e., subject, title, date, job number, etc.) on the film box label. The film is now ready for processing.

To continue filming using the unexposed portion of the roll of film:

14. Obtain an empty take-up spool.
15. Unwind approximately 18 inches (46 cm) of film.
16. Fold back approximately 1/2 inch (1 cm) at the end of the film.
17. Pick up the take-up spool and hold it with the number 1 side up.
18. Insert the folded end of the film into the slot in the take-up spool core.
19. Rotate the spool counterclockwise to secure the film on the spool.
20. Place the take-up spool over the take-up spindle lugs.
21. Slide the release lever toward the battery compartment and hold it in this position.
22. Slowly rotate the take-up spool counterclockwise three full turns to secure the film on the spool. Allow the release lever to return to its normal position.
23. Replace the top cover on the cassette. Press down on the cover latch and turn it clockwise to lock the cover in place.

NOTE: The cassette may now be inserted into the machine and filming may continue.

UNLOADING A FULLY EXPOSED ROLL OF FILM

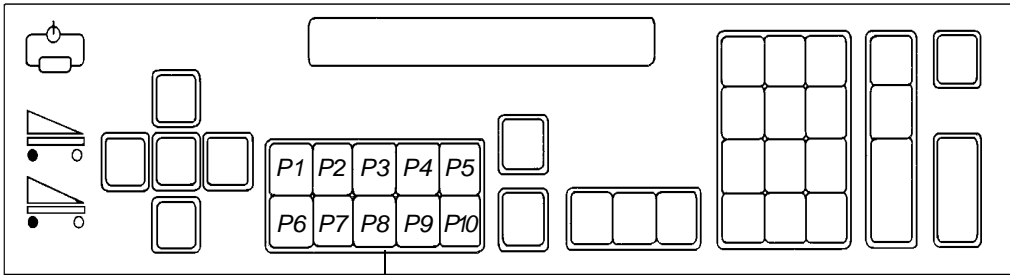
Use the following steps to unload a fully exposed roll of film (simplex, duplex, or duo format):

It is assumed that all documents have been deposited in the exit hopper and the Stop key has been pressed.

1. Enter function code F29 Advance Film to End of Roll. This will result in the entire length of the film being advanced onto the take-up spool.
2. Open the cassette access door.
3. Swing the drive release lever (green handle) out.
4. Remove film cassette(s).
5. Place the cassette on a flat surface, with the top cover side up.
6. Press down on the cover latch and turn counterclockwise to unlock the cover.
7. Remove the top cover and set it aside.
8. Place a finger over the take-up spool flange to prevent the film from unwinding and lift up to remove the spool of film.
9. Place the spool into the film box. Allow approximately 2 to 3 inches (5 to 8 cm) of the film to protrude from under the lid of the box. Close the top of the box securely.
10. Write identification data (i.e., subject, title, date, job number, etc.) on the film box label. The film is now ready for processing.

NOTE: Replace the top cover back on the cassette(s), regardless of whether or not you immediately reload the cassette. This will help extend battery life.

PROGRAMMABLE KEYS



Programmable Keys
(P Keys)

P-key	Function(s)
P1	
P2	
P3	
P4	
P5	
P6	
P7	
P8	
P9	
P10	

APPLICATION MODES

Mode Number	Mode Name	Application(s)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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17		
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